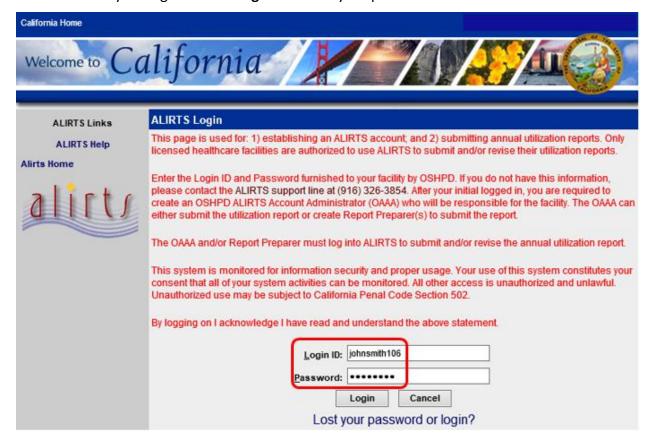
Starting A New Report

If you are looking to start a new Annual Utilization Report for your facility, follow the steps below.

1. Login in to the ALIRTS by clicking "Login" in the navigation panel on the left side of the screen.



2. Enter your login on the "Login" line and your password on the "Password" line



If you forgot your login, see the "Forgot Your Login?" worksheet

3. After you are logged in, you should see "You are logged in as:" with your username below it in red, if not go back to step 1.



4. Type in your OSHPD ID # in the search box then click "Search"



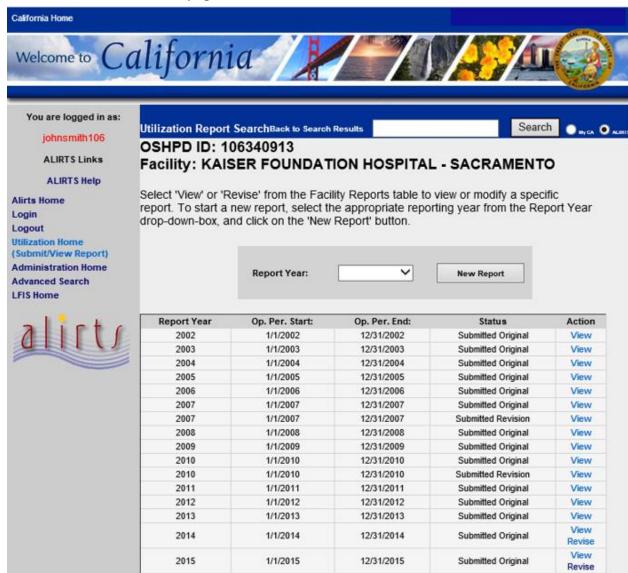
5. The next screen should show your facility's information such as: license number, facility name, OSHPD ID number, facility type, and the two actions, "View License" or "View Reports".



6. To create a new report, click "View Reports" in the "Action" box on the page showing your facility



7. You should be on this page:



8. Go to the drop-down box, and select the year for which you will be submitting the report, then click "New Report"

